

Cover Letter

Overview:

A resume is almost always accompanied by a one-page cover letter. Job applicants use cover letters to introduce themselves to the prospective employer, state what job position he/she is applying for, and briefly elaborate on their job experience. The objective of a cover letter and resume is to obtain a job interview.

In this activity, you will create a cover letter.

Instructions:

1. Open a NEW document in Word
2. Set the page margins as follows:
Top to 5cm, Left, Right, and Bottom to 4cm
3. Change the paragraph spacing to single-space
4. Review your Proper Letter Formatting page to reference the proper format and parts of a block style letter.
5. Using the handwritten letter below as a guide, compose your own cover letter in a block style letter format. Type your home address as the return address, the current date for the date, and your full name as the sender's name. Use your phone number and e-mail address where noted in the last paragraph.
(np means New Paragraph)
6. Carefully proofread the document for spelling, grammar, and accuracy
7. Save the document as COVERLETTER
8. Print, sign, and hand in

Return address – yours

Date

Receiver's address – (business name & address)

Dear Mr/Mrs/Miss,

Enclosed is my resume for your review in response to your advertisement for employment [posted online, in the newspaper, in your store window]. I would be very interested to learn more about the position of [name of position] and how my qualifications may best fit your needs. (np)

Currently, I am a grade [10,11,12] student at Greenall High School in search of [full time, part time, summer] employment. I believe that my experience [related experience, babysitting, previous jobs, extra-curricular]. My responsibilities there included [list two or three responsibilities related to the position you are applying for]. My experience with [industry of business you are applying for] is an asset since I have [worked at, interests in, researched about, etc] for [# of months, years, length of time]. (np) I would love the opportunity to discuss my qualifications further with someone in your company. I can be contacted at [your phone number] or by e-mail at [your e-mail address].

Complimentary closing, your name